

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

MAINTENANCE ENGINEER

DEFINITION

Responsible for building maintenance and building security, as well as client evaluation in these areas; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Plans and coordinates the maintenance and repair of buildings, grounds and major building systems such as heating, air conditioning, refrigeration, plumbing and fire protection.

Assists management in hiring and evaluating the work performance of building maintenance personnel.

Provides direct evaluation of clients in the maintenance engineering field and prepares reports regarding clients' progress and recommendations for further action on the clients' behalf in this field of work.

Coordinates work assignments and makes necessary revisions and adjustments of building maintenance staff schedules to meet any priority needs.

Assures the safe and proper maintenance and optimum functioning of all utility units, such as heating, air conditioning, refrigeration, plumbing, electrical systems and safety alarms/fire alarms in accordance with state and federal standards; prepares recommendations and reports on the systems for administrative consultation and action.

Oversees and maintains systematic records of all repairs of the units described above.

Prepares maintenance equipment specifications for acquisition of all building maintenance equipment.

Prepares and implements a planned preventative maintenance program.

Reviews and identifies minor and major maintenance and repair projects; plans and lays out work; estimates costs and feasibility of specific projects; recommends appropriate course of action to management personnel.

Repairs and installs electrical, plumbing, air conditioning and fire protection equipment; repairs and installs building areas involving carpentry, masonry, carpeting, vinyl, and roofing materials.

Develops and maintains knowledge of vendors and contractors related to all building systems; assists management in selecting and coordinating work of contractors.

COMPETENCIES REQUIRED

Knowledge of carpentry, painting, electrical, steamfitting, plumbing, refrigeration and related trades work.

Knowledge of state and federal Occupational Safety and Health rules and regulations as related to plant and building safety.

Knowledge of fire prevention methods and fire fighting techniques.

Ability to read and interpret blueprints, diagrams and drawings for buildings, utility systems and related facilities.

Ability to analyze and project operating costs.

Ability to inspect utility systems, buildings, equipment, plants and grounds for effective and economical operations and to recommend effective action.

Ability and interest in assisting disabled agency clients.

Ability to work cooperatively with agency program personnel, contractors, vendors and other state agencies.

Ability to learn the structure, design and maintenance of fire protection systems.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Sixty semester hours from an accredited college or university or technical trade school and eight years of diversified skilled trade experience, four years of which was at a supervisory or equivalent level in the operation, maintenance and repair of heating, air conditioning, refrigeration and plumbing equipment.

SPECIAL REQUIREMENT

Within a period of time as determined by the appointing authority, certain employees in this class may be required to obtain a Fire Sprinkler Installer and Maintenance License in accordance with Chapter 100D, Iowa Code.

NOTE

Positions in the Division of Vocational Rehabilitation Services in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the employing agency for these positions.

Effective Date: 04/10 DDF